

Attachment A to 300B
Additional Acquisition Planning Information

Acquisitions under the COMMITTS Program Only

Topic	Information Requested
Title	Provide a brief title of the acquisition.
Estimated Value	Provide the total estimated cost, including any options, of the acquisition.
Contract Office	Identify the Contracting Office that will conduct the COMMITTS Program acquisition.
Background	Describe the contractual history of this project.
Sources	Identify which functional area of COMMITTS contractors will be solicited.
Competition	<p>Describe how competition will be sought, promoted, and maintained throughout the course of the acquisition. Specifically,</p> <ol style="list-style-type: none"> 1. Describe the evaluation methodology and the relative importance between technical, past performance, business management, and cost/price factors in the selection process. 2. If an exception to the fair opportunity process is contemplated per FAR 16.505(b)(2), discuss the basis for the exception, identify the proposed source(s) and state why each awardee in the functional area will not be provided a fair opportunity. 3. Address competition for spare and repair parts, if applicable. 4. When effective subcontract competition is both feasible and desirable, describe how subcontract competition will be sought, promoted, and sustained, if applicable.
Small Business	COMMITTS is a 100% small business set-aside.
OMB A-76 and the FAIR Act	Discuss consideration given to the Federal Activities Inventory Reform (FAIR) Act and OMB Circular No. A-76 regarding Contractor versus Government performance.
Data Rights	Describe the requirements for contractor data (including repurchase data) and data rights, their estimated cost, and the use to be made of the data (see FAR Part 27).
Government Furnished Property (GFP) and/or Information (GFI)	Indicate any property and/or information to be furnished to the prospective offerors and/or contractor, and discuss their availability, condition, and schedule. Discuss what steps are being taken to ensure that the property will be timely furnished to the prospective offerors and/or contractor (see FAR Part 45).

Topic	Information Requested
Environmental and Energy Conservation Objectives	Discuss all applicable environmental and energy conservation objectives associated with the acquisition (see FAR Part 23), the applicability of an environmental assessment or environmental impact statement (see 40 CFR 1502), the proposed resolution of environmental issues, and any environmentally related requirements to be included in solicitations and contracts.
Milestone Schedule	<p>Establish the planned acquisition schedule, to include the following steps and any others deemed appropriate:</p> <ol style="list-style-type: none"> 1. Obtain a Delegation of Procurement Authority 2. Requisition package received by the Contracting Officer and determined “ready” for acquisition action. 3. Performance-Based Statement of Work 4. Request for Solutions review and clearance 5. Issuance of Request for Solutions 6. Pre-proposal Conference/ Site Visit 7. Receipt of Offers 8. Complete Technical Evaluation 9. Competitive Range Determination 10. Open Negotiations 11. Receive Final Proposals 12. Source Selection 13. Task Order review(s) and clearances 14. Task Order Award and announcement on COMMITS Business Opportunities Page